Copy Machine Login Instructions
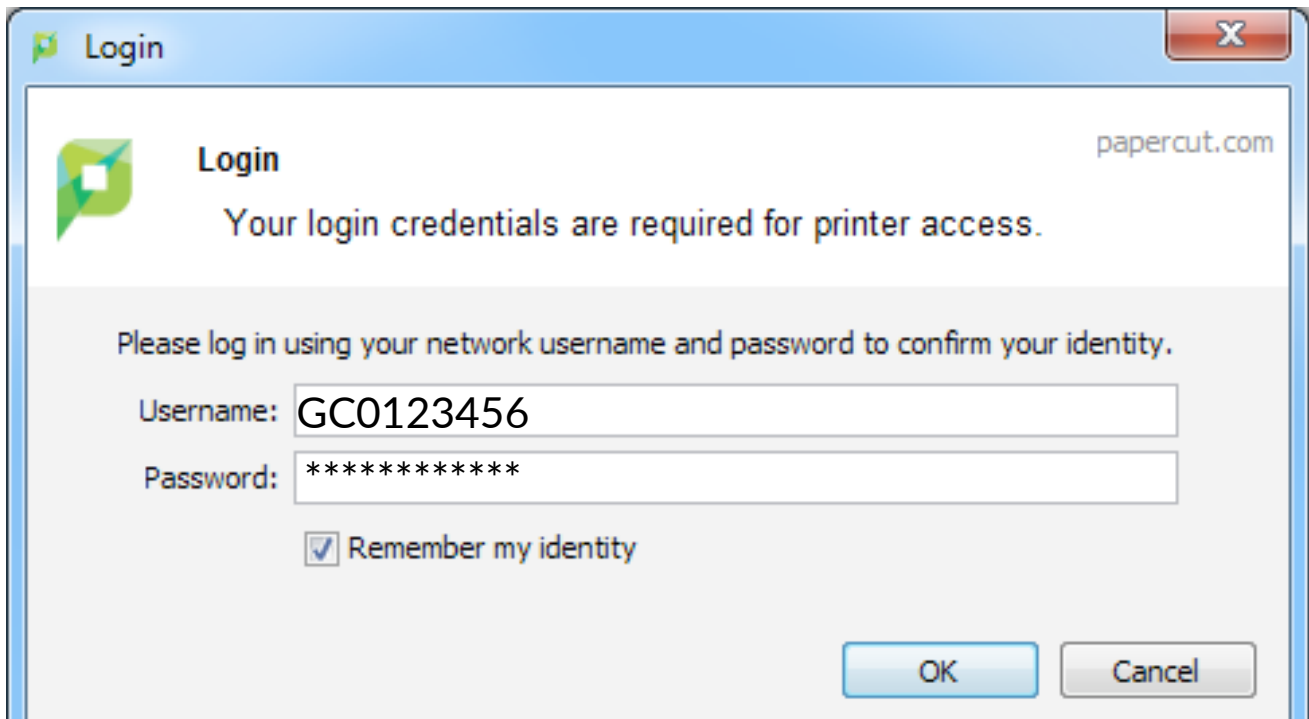
1. Have you already entered your credentials into your Papercut account on a campus computer?

   a. **If not, you must enter your credentials to proceed.** Login to your Papercut account to have access to the copy machine. You will only have to do this **one** time.

   b. If you have entered your credentials proceed to Step 2.
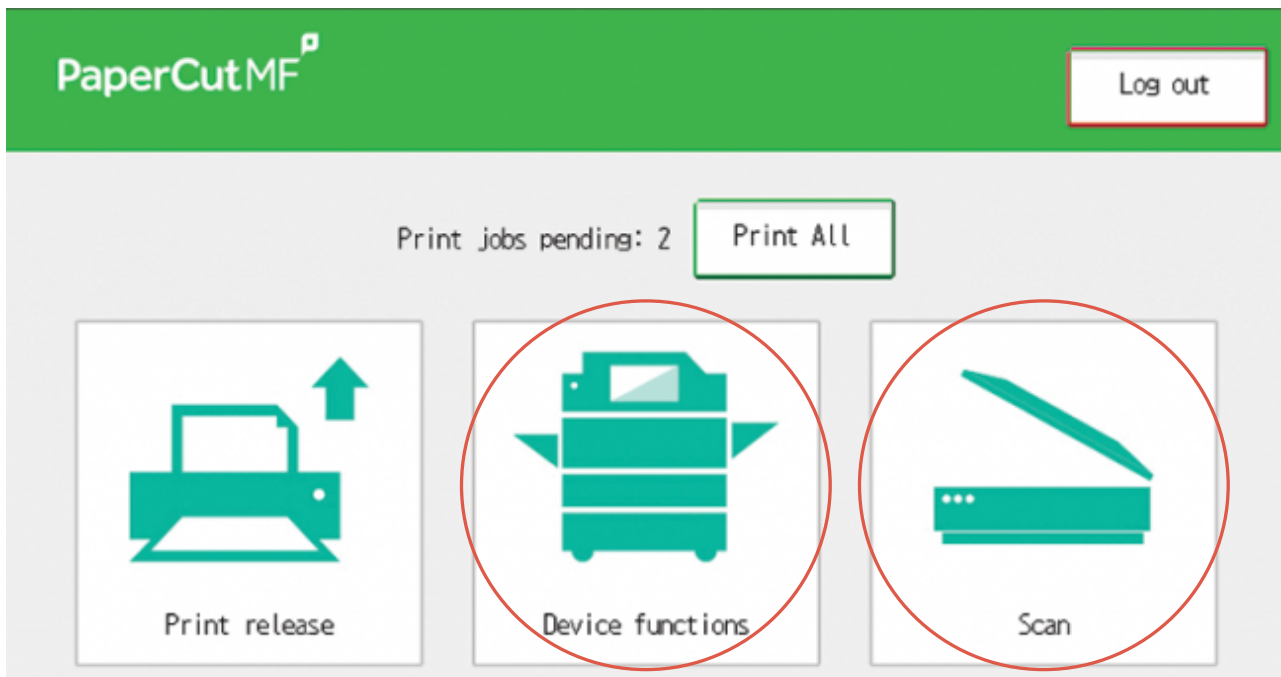
2. To access the copy machine use you student ID number to login **(do not include GC)**.
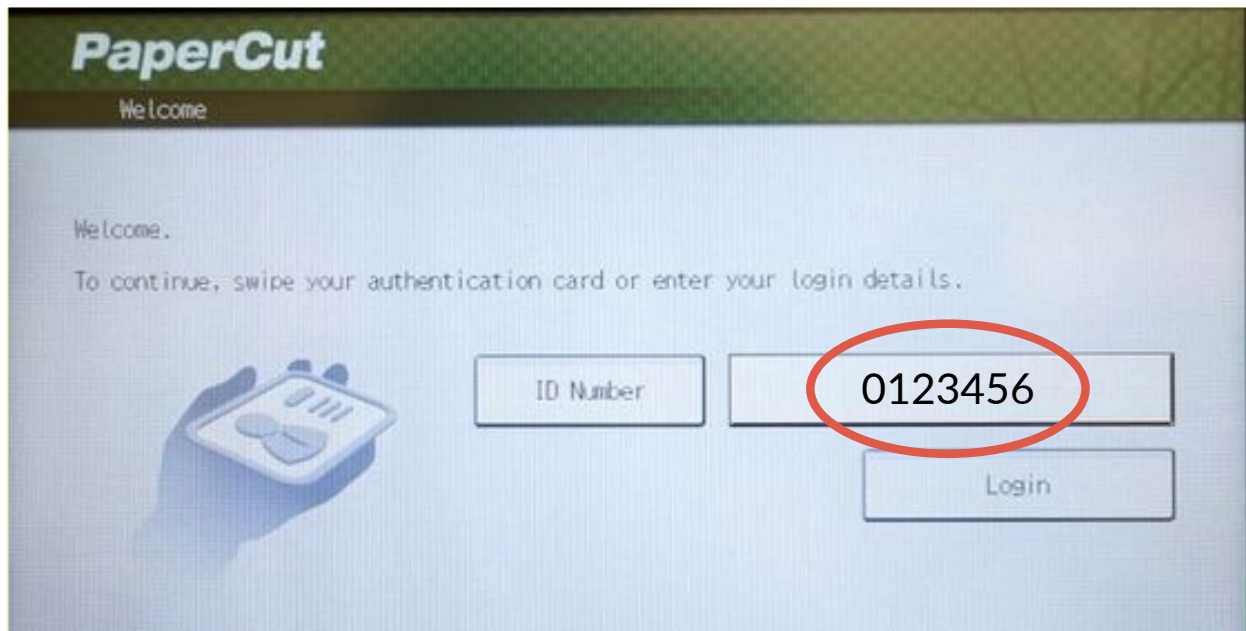
3. After you login you will have the option to copy or scan

   -To copy select **Device Functions**

   -To scan select **Scan** (will scan directly to your GC email)

If you have followed the steps above and are still experiencing issues, please see the Circulation Desk.

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